



# Colorado Immunization Information System

## Instructions for CIIS 2.0 – Main Application and School Application



### Connectivity Instructions

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*All Sites connecting to the Colorado Immunization Information System (CIIS) main application and school application must have Internet connectivity.*

### **Protection**

If CIIS participating sites use a digital connection (e.g., DSL, ISDN, T1, etc.), then they must also use a *virus protection package* that is updated weekly. Additionally, each computer that connects to CIIS through a digital line must have a *firewall* protecting it from the Internet. This could either be a personal firewall (one can be obtained free at [www.zonealarm.com](http://www.zonealarm.com)) or a firewall appliance incorporated into your network.

### **Web Browsers**

The CIIS web applications works properly with an unmodified version of Internet Explorer (IE) 7.0 and 8.0, Safari 5.0 and Mozilla Firefox 4.0 with 128-bit encryption. *Note: Some Internet Service Providers such as Google or AOL may modify your browser.* While CIIS does work with Safari and Firefox, IE is the preferred web browser. If you have multiple web browsers installed, it is advisable to set IE as the default browser. To make IE your default web browser, select the “Tools” button in IE, then select “Internet Options...”, and the “Programs” tab, check the box “Internet Explorer should check to see whether it is the default” to ensure it is selected.

### **Instructions for Shortcuts and Companion Software**

#### *Creating a CIIS Icon on Your Desktop in IE*

To create an icon on your computer desktop as a quick link to the CIIS web applications, perform the following actions:

- ◆ Right-click with your mouse anywhere on your desktop, select New > Shortcut.
- ◆ To create a shortcut to the **main CIIS web application for providers**, type <https://ciis.state.co.us/ciis> in the *Type the Location of Item* field. Then click “Next.”
- ◆ In the *Name for Shortcut* field, type “CIIS - Main.” Then click Finish.
- ◆ To create a shortcut to the **school CIIS web application for schools** (including child care centers, Head Start programs and other educational entities), type <https://ciis.state.co.us/school> in the *Type the Location of Item* field. Then click “Next.”
- ◆ In the *Name for Shortcut* field, type “CIIS - School.” Then click “Finish.”
- ◆ To test the newly created shortcut, find the new icon on your desktop. It will be titled either “CIIS – Main” or “CIIS - School.”
- ◆ Double-click on the CIIS icon. Internet Explorer should open to the CIIS web application homepage.

#### *Adobe Acrobat Reader*

You will need Adobe Acrobat Reader to be able to view and print the reports and forms available in the CIIS web application. To download Adobe Acrobat Reader, go to: <http://www.adobe.com>, and perform the following actions:

1. Select “Get Adobe Reader.”
2. Choose your language, platform, and connection speed. Click the download button and follow the directions to finish the installation of Adobe Acrobat Reader on your computer.

### *Windows Updates*

CIIS recommends that all computers receive the most recent Microsoft Windows updates as they become available. To verify that your computer has the most recent updates go to: <http://www.windowsupdate.com>, and perform the following actions:

1. Select "Scan for Updates."
2. Install any needed "Critical Updates" or patches.

### **Recommendations for Optimal Functioning of CIIS**

#### **Display Resolution:**

For optimal viewing of the CIIS web application, we recommend users have a display resolution of at least 1024 x 768.

#### **To change the display resolution on your computer:**

- ◆ Right-click with your mouse on an empty spot on your desktop wallpaper.
- ◆ Select *Properties* and left-click with your mouse.
- ◆ Select the *Settings* tab.
- ◆ Change the resolution by using the *Screen Resolution* slider bar, moving it to the right until the correct resolution (1024 x 768) is shown below the bar.
- ◆ Click *Apply* and then click *OK*.

#### **Printer Settings:**

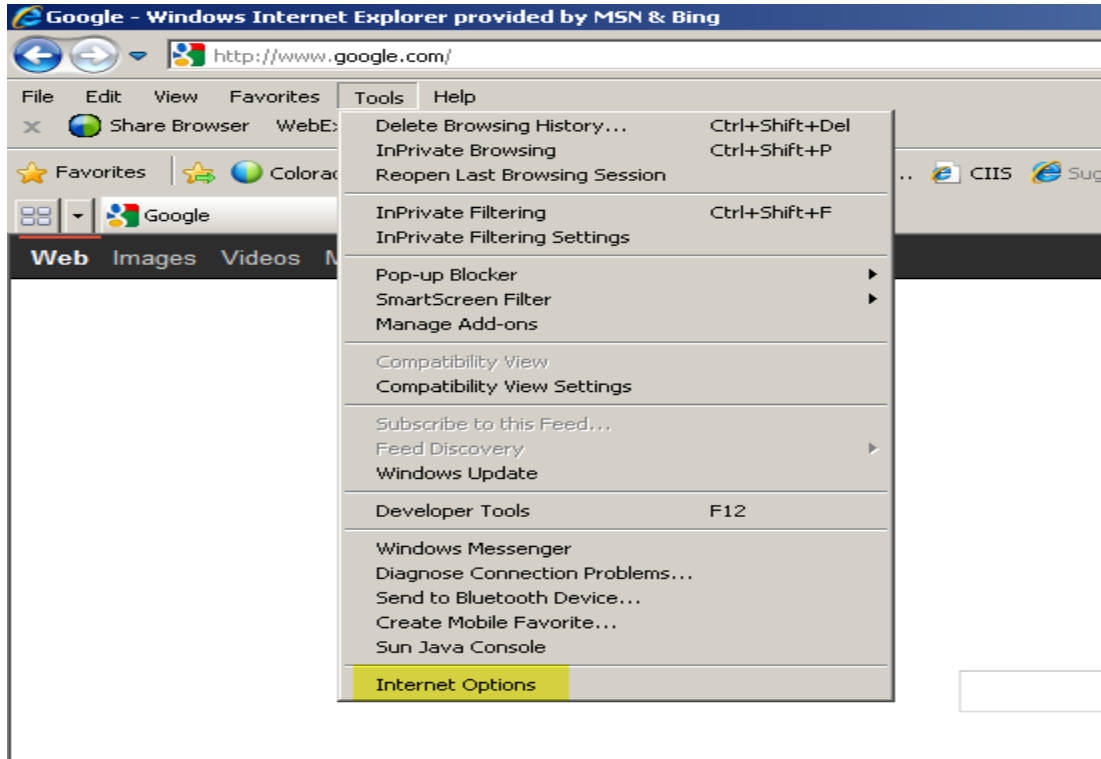
To have the CIIS immunization forms neatly print on the page:

- ◆ Open Internet Explorer.
- ◆ Select *File* and then *Page Setup*.
- ◆ Delete all text contained in the *Header* and *Footer* fields and set all margins to 0.5 inches.
- ◆ Click *OK*.

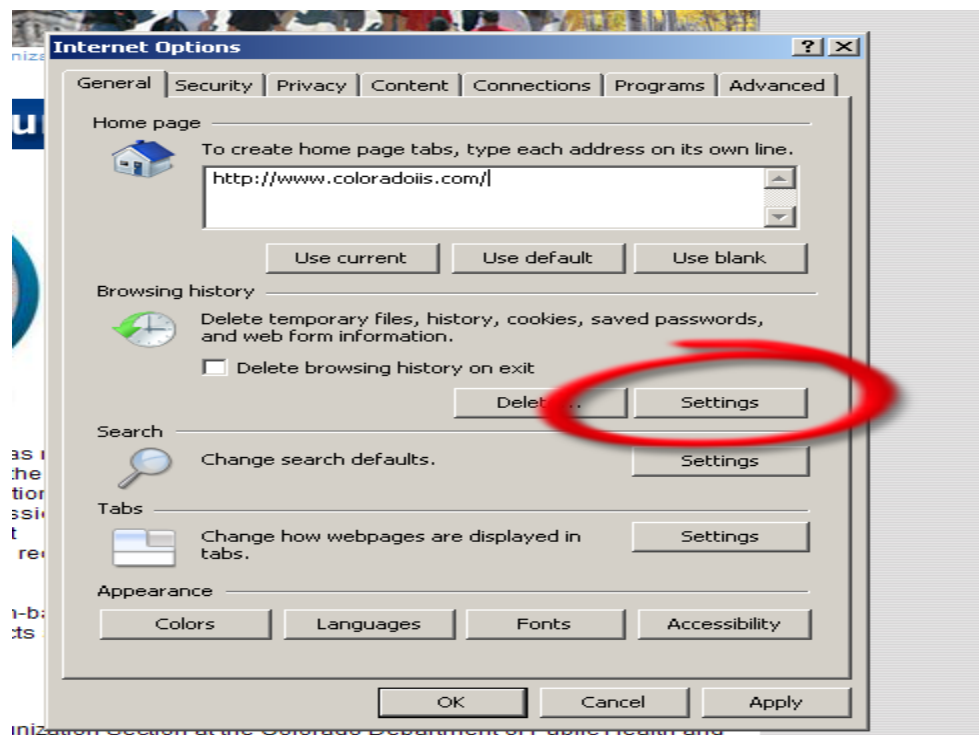
## Internet Explorer 7.0 and 8.0 Settings for PCs

First, verify that you have IE 7.0 or IE 8.0 by clicking on the *Help* button, then *About IE* and confirm which version of IE appears in the pop-up window. Click OK to close the pop-up window. *It is not recommended that earlier versions of IE (e.g., IE 6.0) are used as doing so may cause some pages to not be displayed properly.*

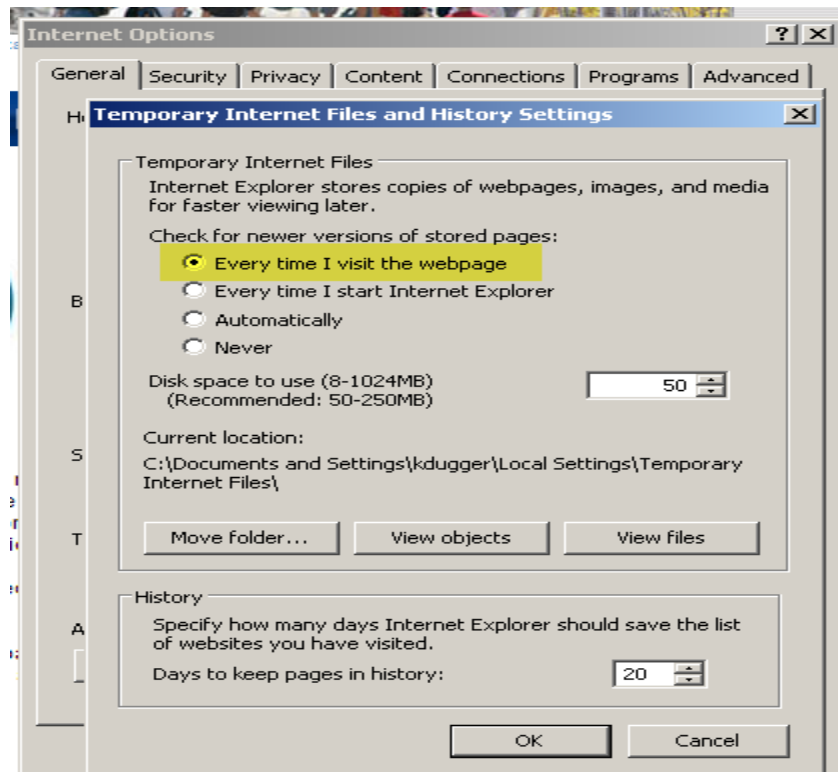
Click on *Tools* and select *Internet Options*.



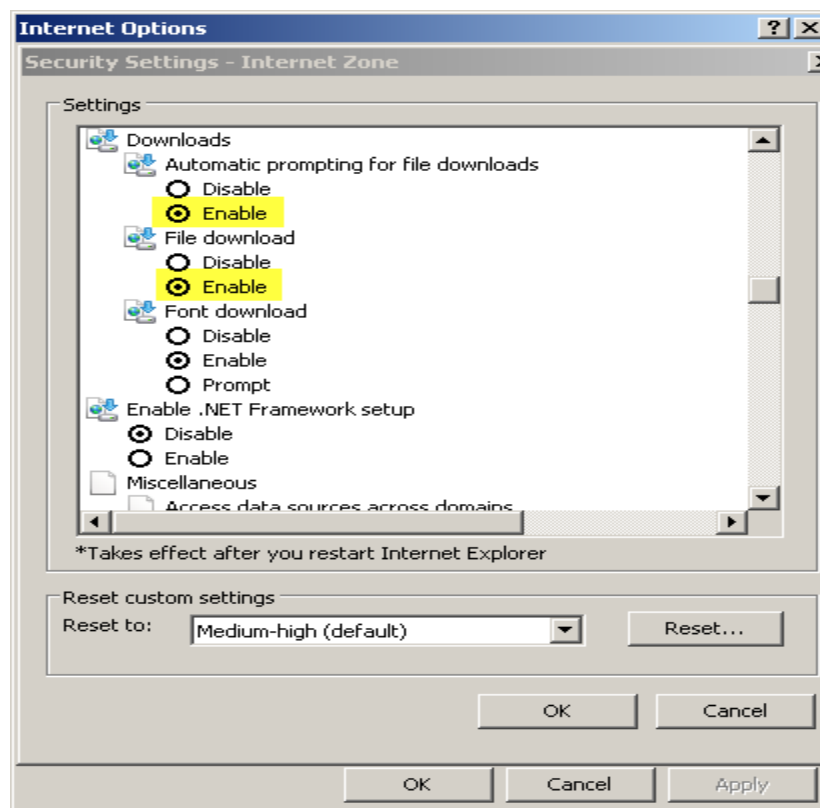
Click on the *General* tab in the *Internet Options* window and the *Settings* button under the *Browsing history* section.



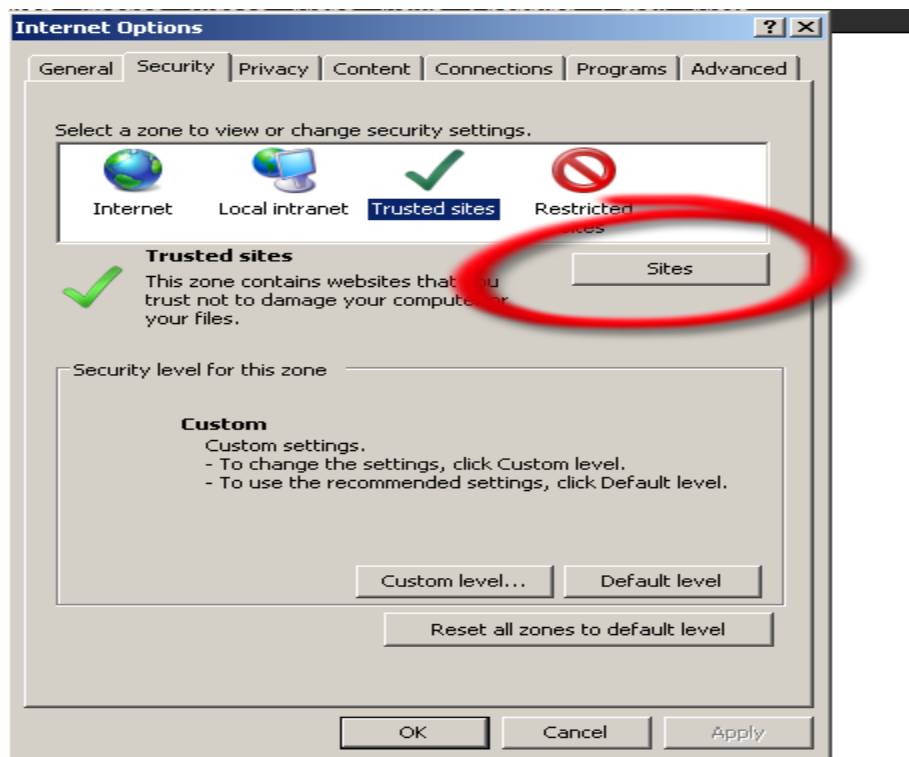
Click “Every time I visit the webpage” under *Temporary Internet Files and History Settings* section to check for newer versions of stored pages and then click OK.



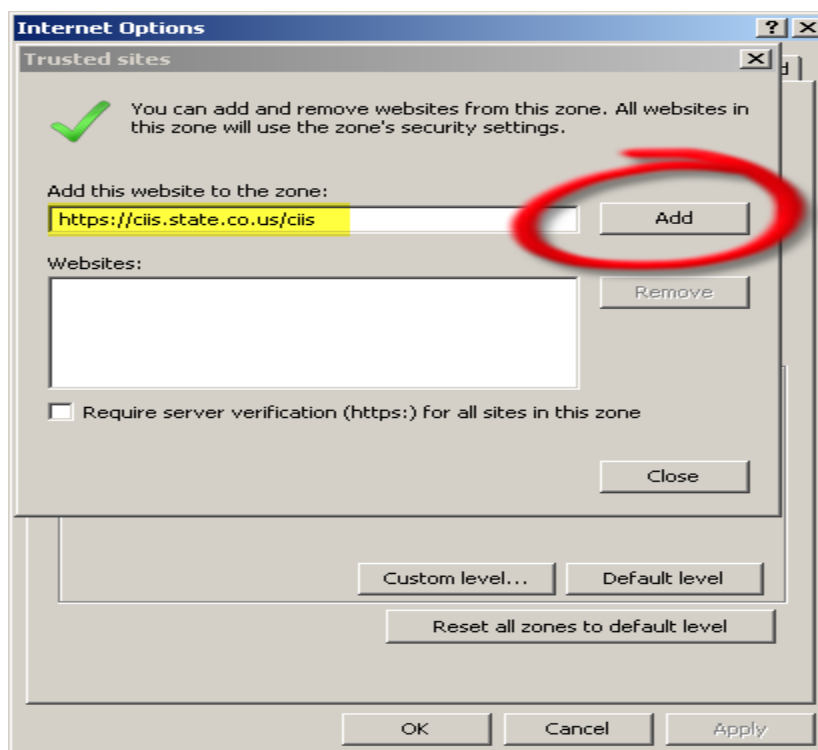
Click the *Security* tab in the *Internet Options* window, ensure *Internet* is highlighted (in blue), and click on the *Custom level* button. Scroll down to *Downloads* and select “Enable” for *Automatic prompting for file downloads* and *File download*. Click OK.



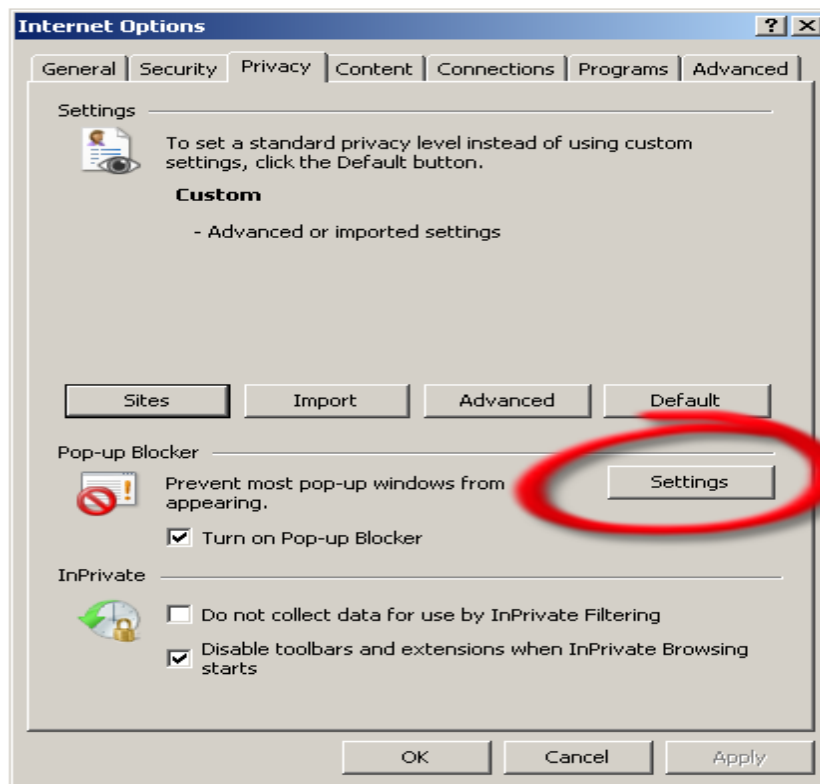
Click on *Trusted Sites* and select *Sites*.



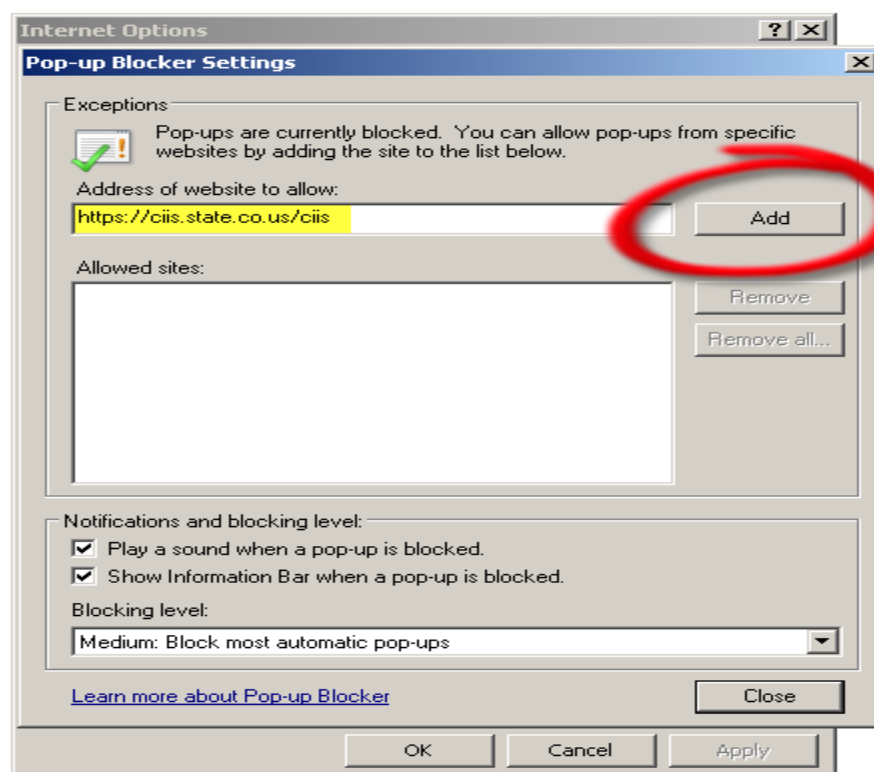
Add the <https://ciis.state.co.us/ciis> (provider application) or <https://ciis.state.co.us/school> (school application) URL in the *Add this website to the zone* box and click *Add*. Make sure the *Require server verification (https:) for all sites in this zone* box is unchecked. Click *Close* and then click *OK*.



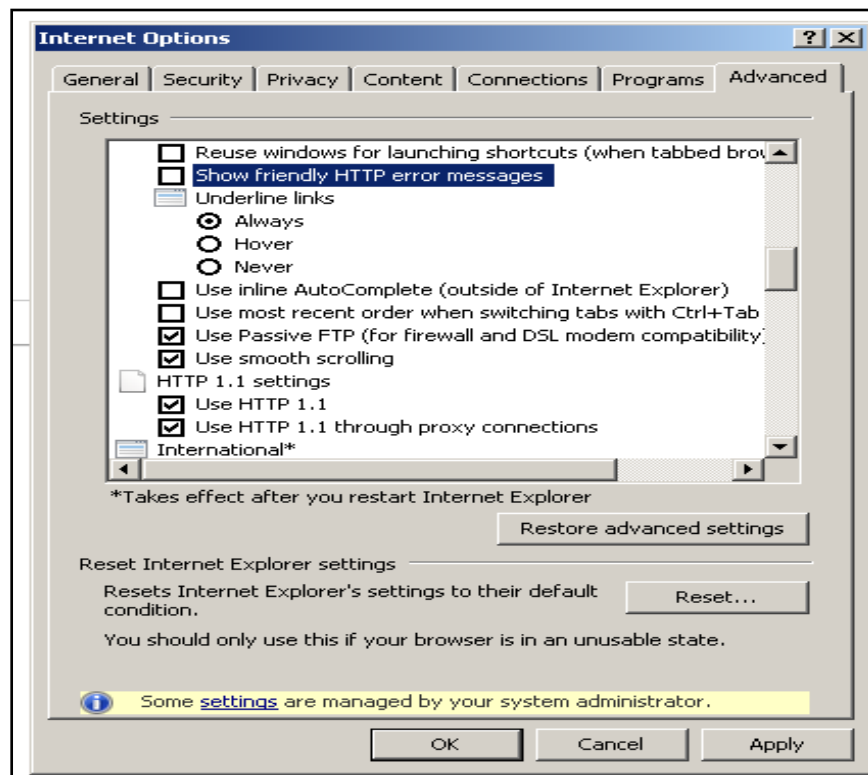
Open the *Privacy* tab in the *Internet Options* window, and select the *Settings* button under the *Pop-up Blocker* section. (You cannot select this button if the “Turn on the Pop-up Blocker” box is not checked).



Type: <https://ciis.state.co.us/ciis> (or <https://ciis.state.co.us/school> for school application) in the “Address of website to allow” field. Click “Add” and then click Close.



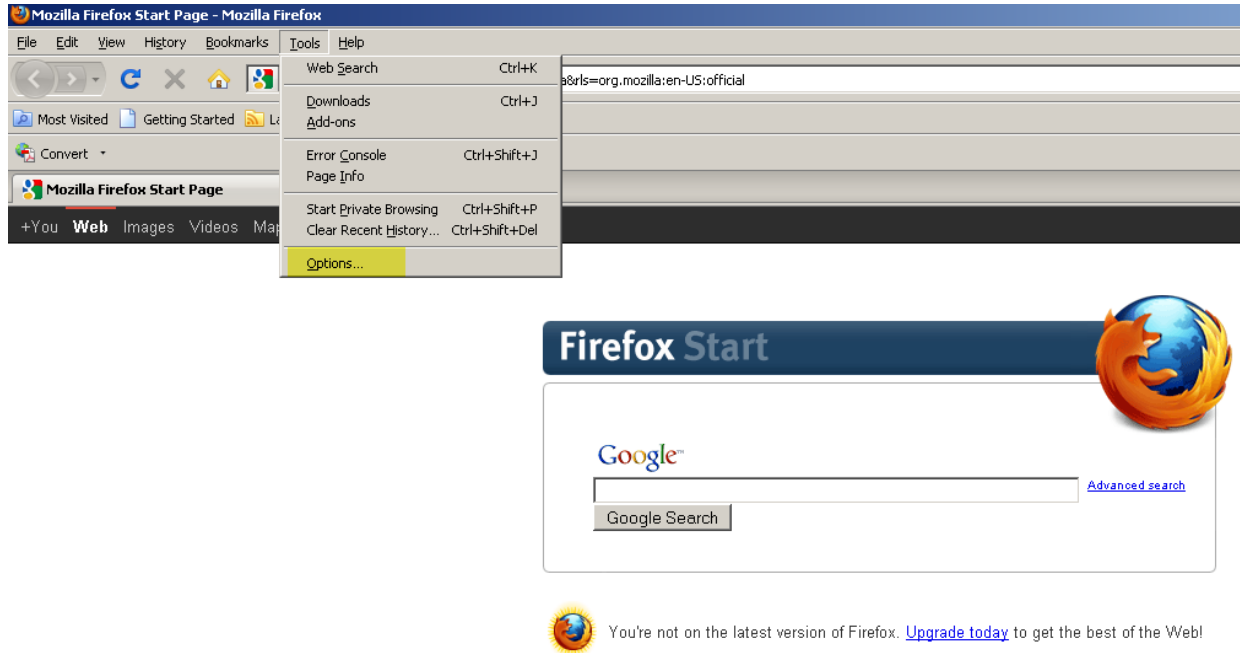
Open the *Advanced* tab in the *Internet Options* window, and uncheck the box that indicates “Show friendly HTTP error messages.” Click Apply and then click OK.



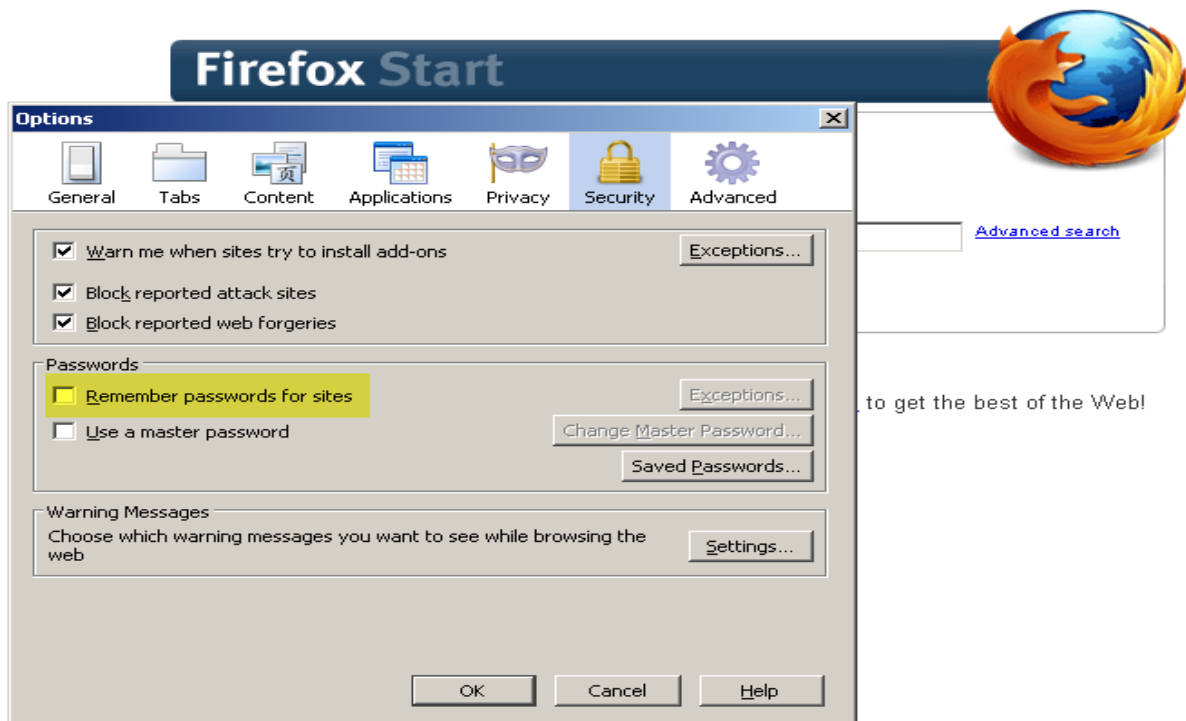
## Mozilla Firefox 4.0 Settings for PCs

First, verify that you have the most current version of Firefox by clicking on the *Help* button, then *About Mozilla Firefox* and confirm which version of Firefox appears (the current version is 4.0). Click OK. *It is not recommended that earlier versions of Mozilla are used as doing so will cause some pages to not be displayed properly.*

Click *Tools* and *Options*.

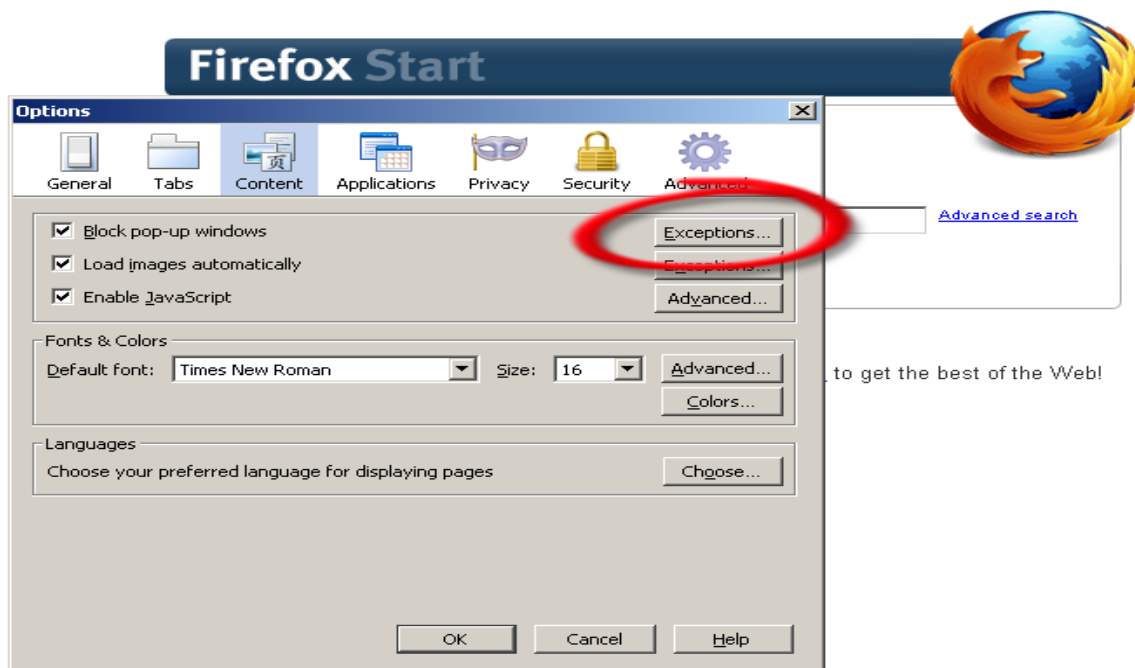


Click the *Security* tab in the *Options* window, and uncheck "Remember passwords for sites."

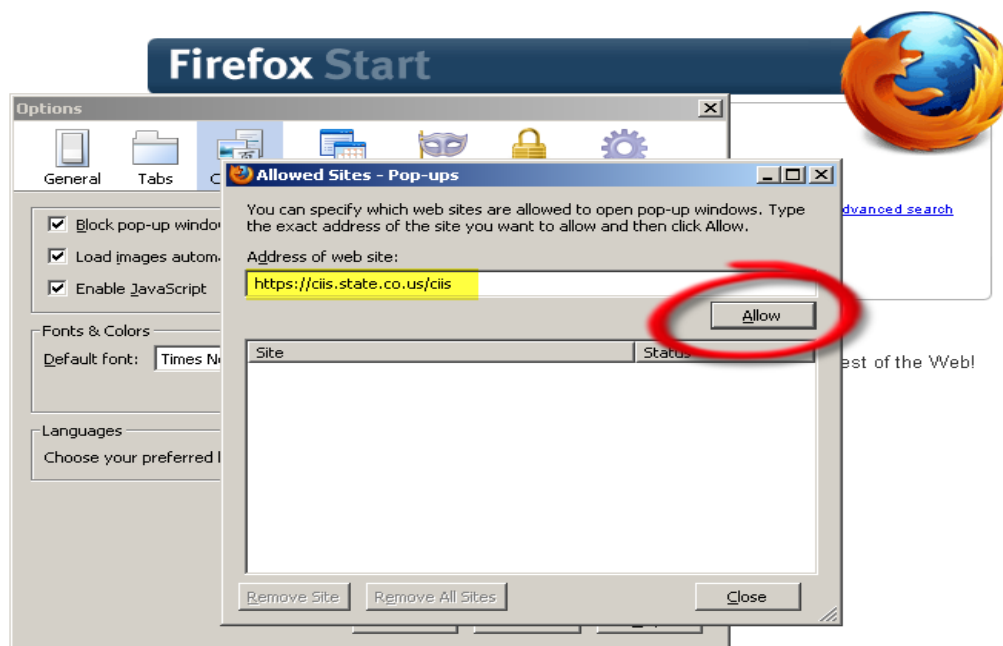




Click the *Content* tab in the *Options* window, and click the *Exceptions* button located to the right of “Block pop-up windows.”



Type: ***https://ciis.state.co.us/ciis*** (or ***https://ciis.state.co.us/school*** for school application) in the “Address of website” window. Click Allow and then click Close.

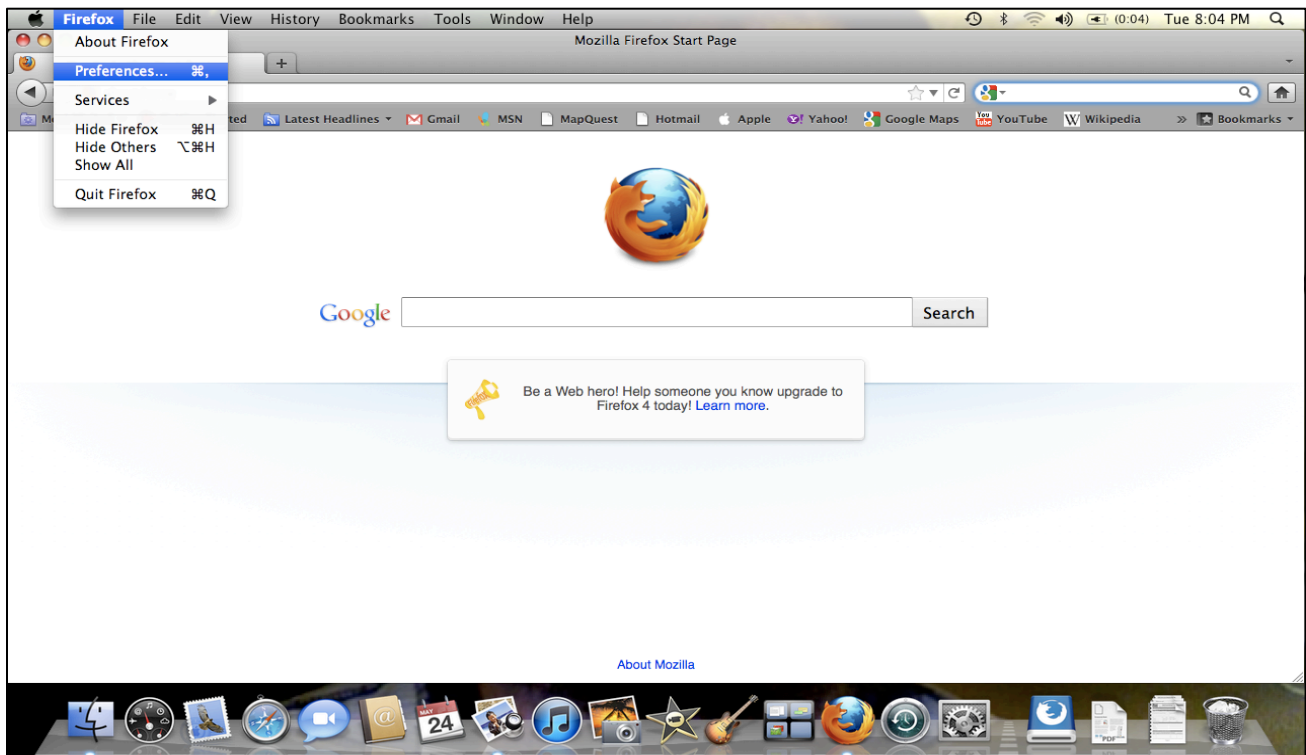


## Mozilla Firefox 4.0 Settings for Macs

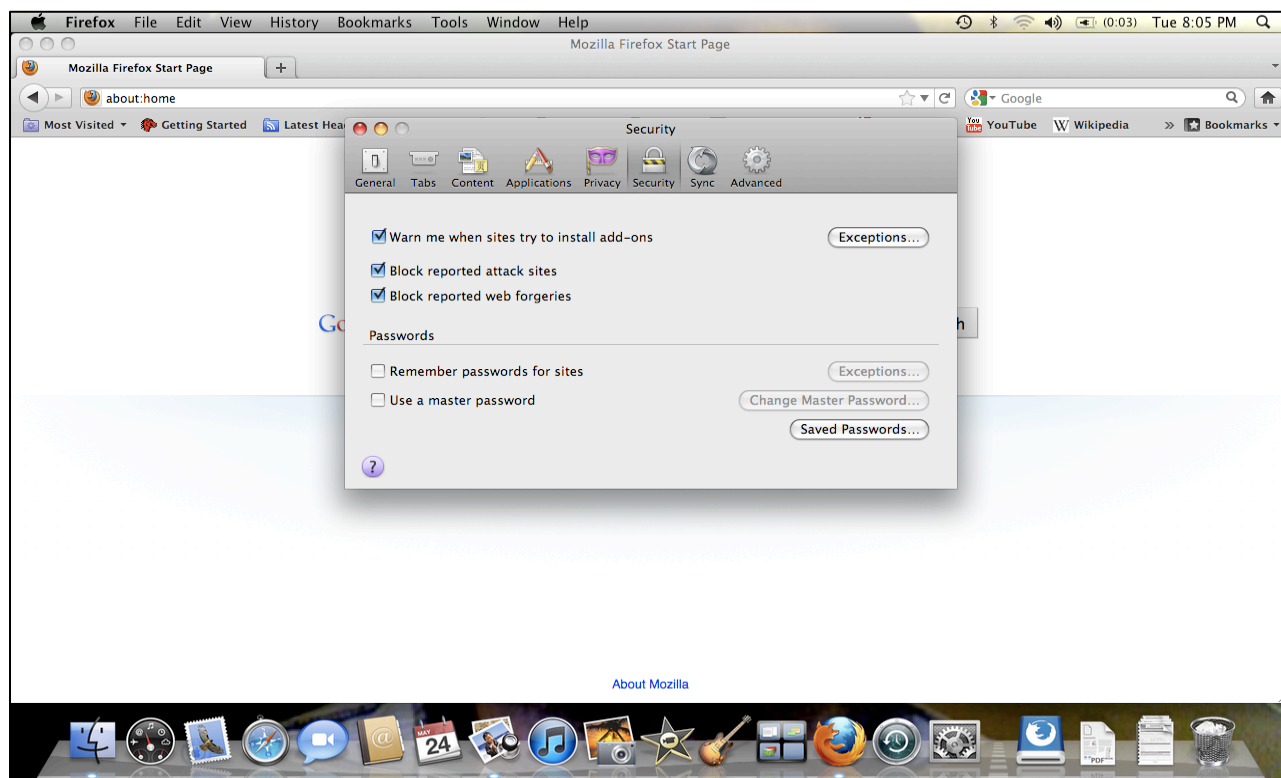
First, verify that you have the most current version of Firefox (the current version is 4.0) by clicking on the *Firefox* tab in the upper left corner of the screen, then click on *About Firefox*. Confirm which version of Firefox appears in the pop-up window. Click the red circle in the top left corner of the pop-up window to close. *It is not recommended that earlier versions of Firefox are used as doing so may cause some pages to not be displayed properly.*



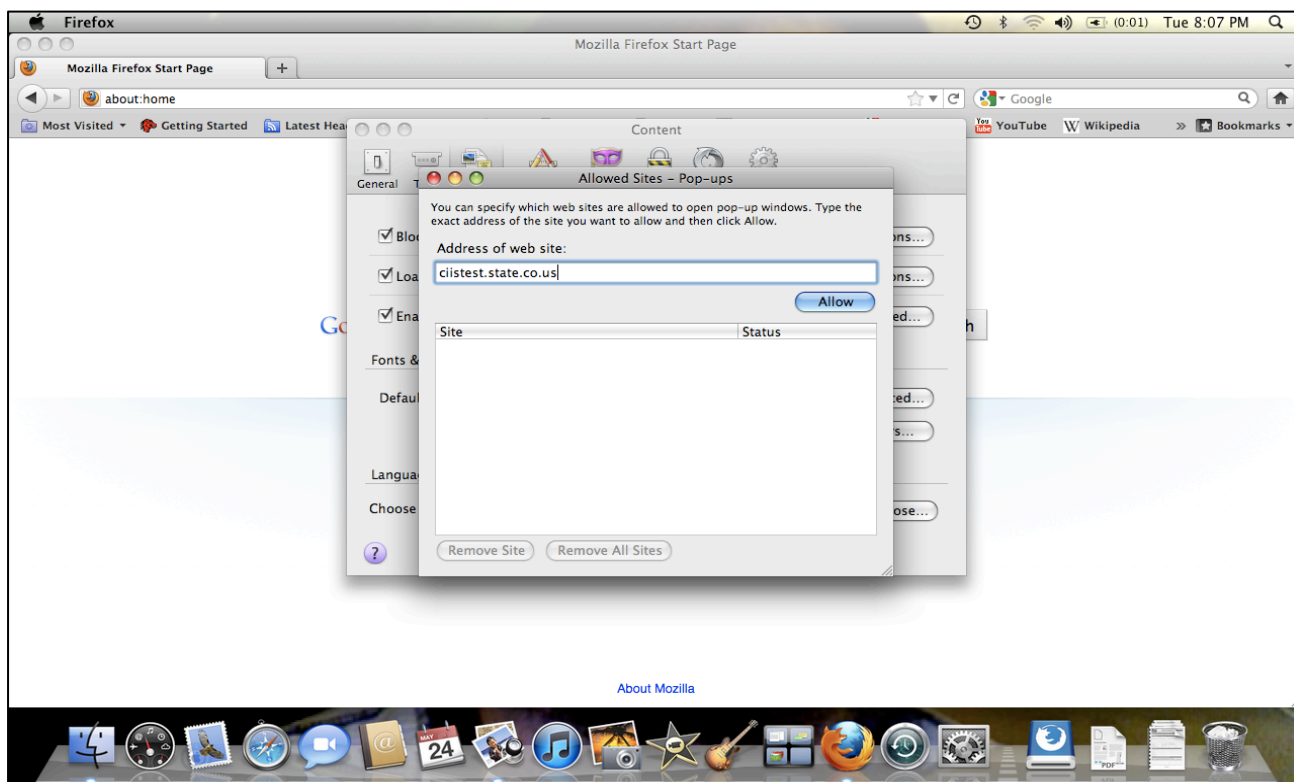
Click *Firefox* and then click *Preferences*.



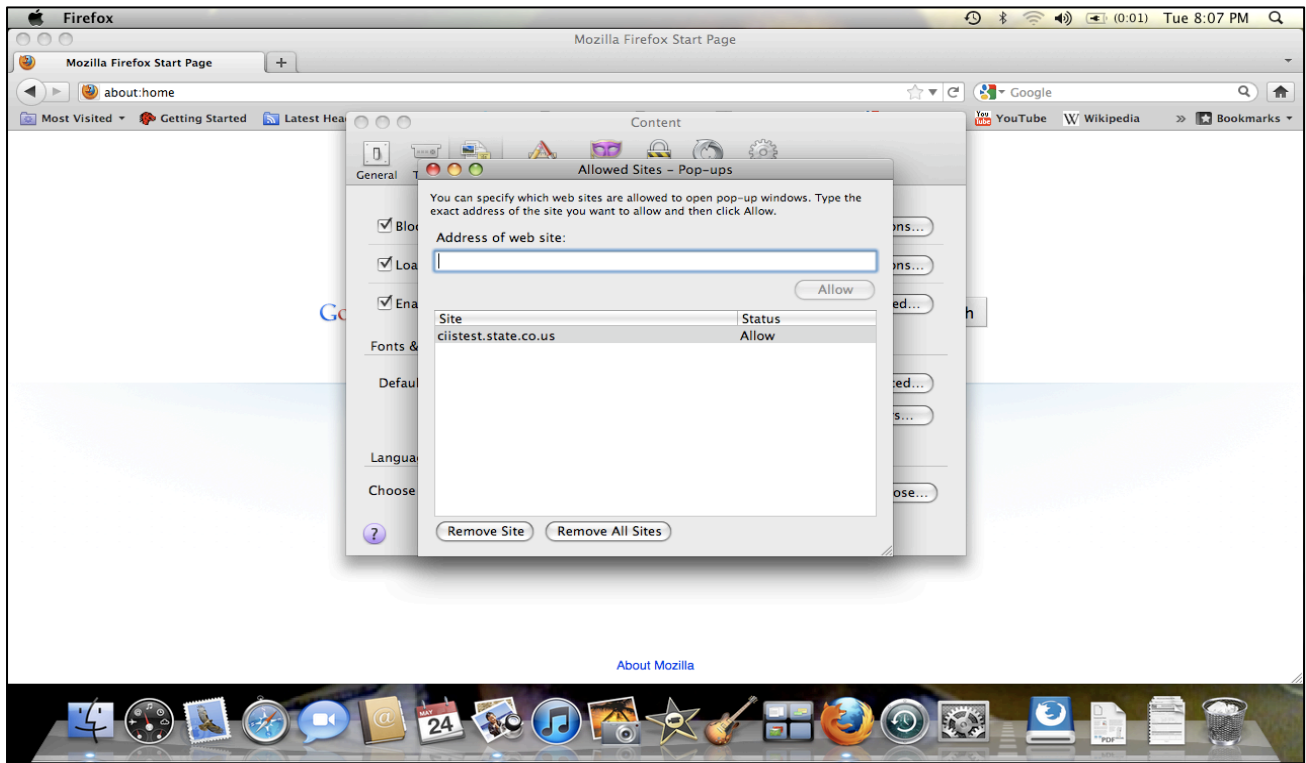
Click the *Security* tab in the *Preferences* pop-up window, and uncheck “Remember passwords for sites.”



Click the *Content* tab in the *Preference* pop-up window, and click the *Exceptions* button located to the right of “Block pop-up windows.” Clicking on the *Exceptions* button will open an *Allowed Sites – Pop-ups* window. Type ***https://ciis.state.co.us/ciis*** (or ***https://ciis.state.co.us/school*** for the school application) in the “Address of web site” field. Click the *Allow* button.

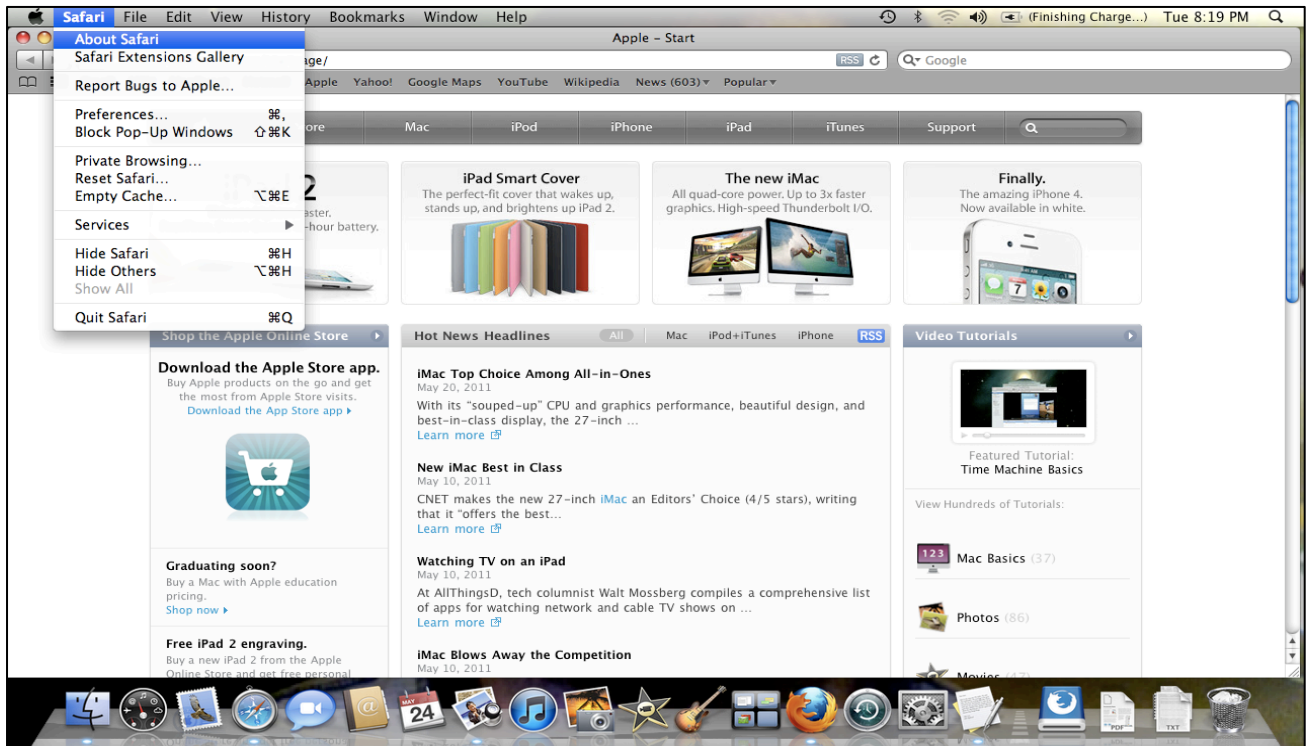


Clicking the *Allow* button will place ***ciis.state.co.us*** in the *Allowed Sites* box. Click the red circle in the top left corner of the *Allowed Sites – Pop-ups* window to close it. Click the red circle in the top left corner of the *Preferences* pop-up window to close it.



## Safari 5.0 Settings for Macs

First, verify that you have the most current version of Safari (5.0) by clicking on the *Safari* tab in the upper left corner of the screen, then click on *About Safari*.

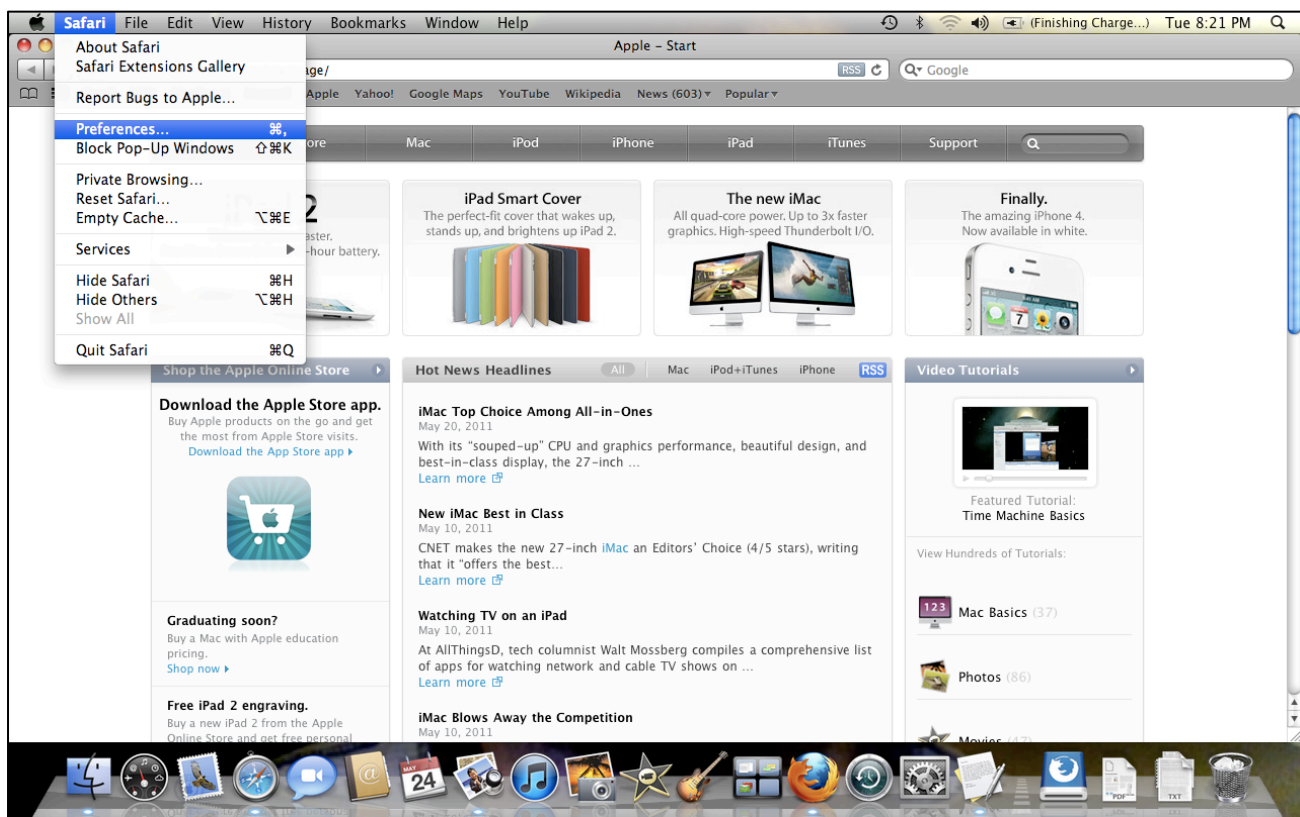


Clicking on *About Safari* will open a pop-up window. Confirm which version of Safari appears in the pop-up window. Click the red circle in the top left corner of the pop-up window to close. *It is not recommended that earlier versions of Safari are used as doing so may cause some pages to not be displayed properly.*

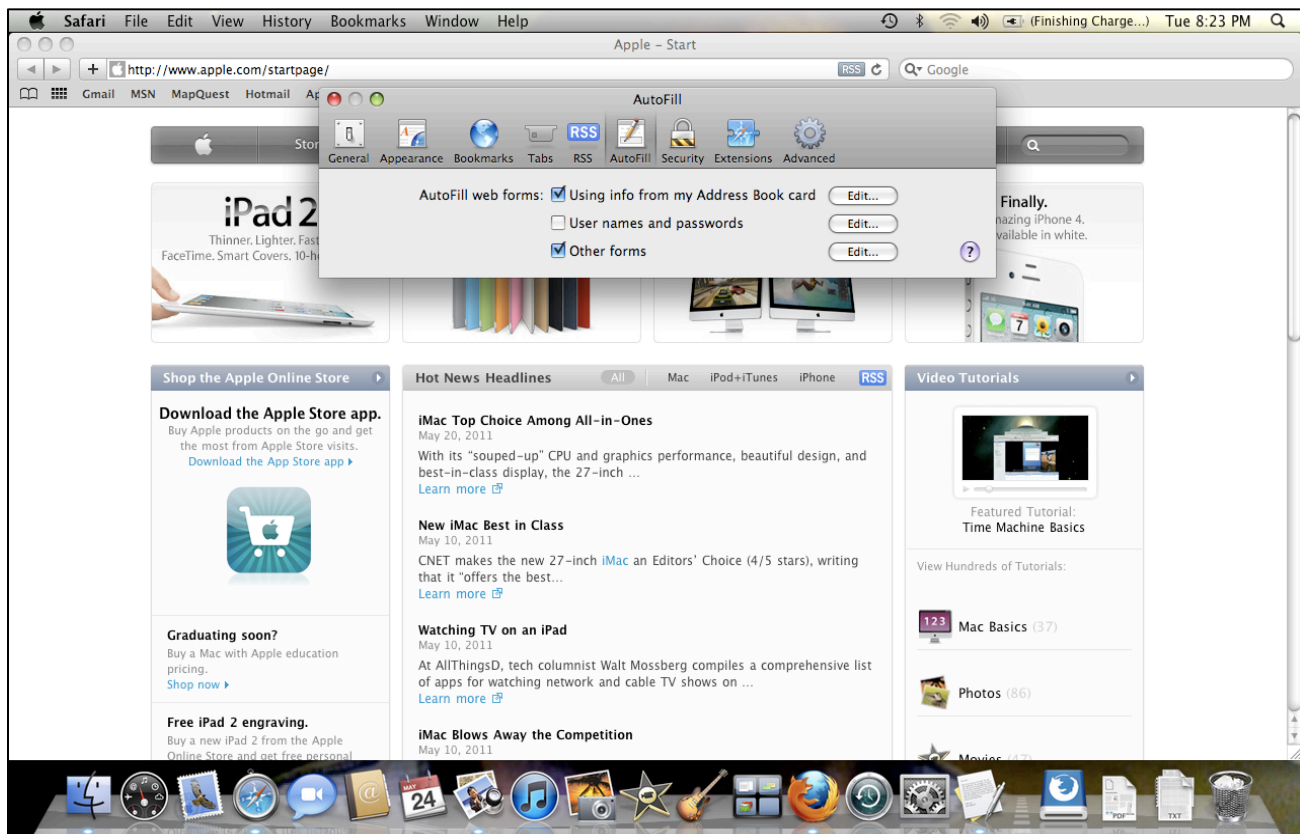




Click *Safari* and then click *Preferences*.



Click the *AutoFill* tab in the *Preferences* pop-up window, and uncheck “User names and passwords.”



Click the *Security* tab in the *Preferences* pop-up window and uncheck “Block pop-up windows.” Then click the red circle in top left corner of *Preferences* pop-up window to close it.

